

## **Service Educational Activities**

### ELIGIBILITY APPLICATION REQUIREMENTS

#### INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

\*See page 2 for complete listing and guidance on SEA's\*

**Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.**

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Director or Equivalent on each of the six (6) pages.**

2. On a separate page; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:

Number of Participants

Number of employees (full time, part time, volunteers).

Hours of Operation

Details about what the organization does.

Background about when the organization was created.

Special events.

Any additional information you wish to provide

3. Provide the RNO (Race and National Origin) profile of your service area:

Census Data which can be found at this web site:

<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Community Facts: you must enter your county information in the search box; then click GO

Once on your county page go to:

2017 American Community Survey

Click on: Demographic and Housing Estimates (Age, Sex, ace, Households and Housing, ...)

4. Sources of Funding:

Copy of latest financial summary report, to equal one (1) year (DO NOT PROVIDE BANK STATEMENTS).

All pages must be signed by Director or Equivalent

5. Charter or Certificate Showing Affiliation with National Organization.

6. Copy of Articles of Incorporation, and By-Laws.

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM

• E-mail: [fedsurplus@ks.gov](mailto:fedsurplus@ks.gov)

• Fax (785) 296-4060

• Mail: Federal Surplus Property

2830 SW Kanza Drive

Topeka, Kansas 66606

ATTN: Eligibility

**Service Educational Activities**  
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Service Educational Activities are recognized as being of special interest to the armed services. The following organizations are eligible to receive donations of Department of Defense (DoD) surplus property:

American National Red Cross,  
Armed Services YMCA of the USA,  
Big Brothers/Big Sisters of America,  
Boys and Girls Club of America,  
Boy Scouts of America,  
Camp Fire Inc.,  
Center for Excellence in Education,  
Girl Scouts of the USA,  
Little League Baseball Inc.,

National Association of Equal Opportunity in Higher Education,  
National Civilian Community Corps,  
National Ski Patrol System Inc,  
Naval Sea Cadet Corps,  
United Services Organization Inc,  
U.S. Olympic Committee,  
Young Marines of the Marine Corps,  
Marine Cadets of America,  
League/Marine Corps League

These SEA's have a formal donation agreement with DoD that outlines the terms and conditions for obtaining DoD surplus property. Formal designation as a SEA comes from the DoD.

Individual units of the national organizations, such as Boy Scout or Girl Scout Troops and Red Cross Chapters, should contact their regional or national headquarters for guidance regarding the donation and use of DoD surplus property.

Schools with military training programs (such as military junior colleges, military institutes, high schools that host a Junior Reserve Officer Training Corps unit or a National Defense Cadet Corps unit, naval honor schools, and state maritime academies) should contact their sponsoring military service.